Ultra Training and Resources

Blackboard Learn Ultra Instructor Orientation

Reminder: The Blackboard Learn Ultra Instructor Orientation course is available in your Blackboard Current Courses list. Modules 1-5 are now available. If you previously completed modules 1-4, please return to the orientation course to complete the next module. Modules 6-9 will be added in April.

Sandboxes

Each faculty member should have three sandboxes in their Current Course list. Sandboxes can be used for practice on your own and when going through the “Things to Try” activities in the Blackboard Learn Ultra Instructor Orientation course. Additionally, you can use a sandbox to prep for a future course. This can be done in one of two ways:

- Build your future course from scratch in an Ultra sandbox.
- Copy an existing course from Original into an Ultra sandbox.

After a course is built in an Ultra sandbox, you can copy it into the live Ultra course that will be offered to students. If you need an additional sandbox, submit a request.

Locate Orientation and Sandbox Courses

If you are having trouble locating the Blackboard Learn Ultra Instructor Orientation course or your sandbox courses (“Shell-S-#-Ultra-000111222”), follow the steps below

- Click in the Search box and type “Sandbox” or “Orientation” and press Enter. Be sure to clear the search field when you are finished.
- Or use the drop-down menu at the top of the Courses page. Then, select one of the following:
  - Sandboxes. Your sandbox courses will be listed here. Click the Star to add to your favorites.
  - Current Courses. You will need to scroll to the Assorted Dates section to locate the orientation and sandbox courses. (Depending on the number of courses, this may require you to advance to another page.)

TIP: Once you locate the orientation course and your sandbox courses, you can click the star to the right of the course name to add it to your Favorites. Courses that have been marked as Favorites will be pinned to the top of any course lists on which they appear.
Before you copy – turn on icons

Icons are helpful when you are preparing to copy a course from Original course view to Ultra course view because they identify what type of objects you have and how they will be affected when you copy your course. Icons appear to the left of each object in your course.

Your courses may not have icons displayed. To turn on icons:

1. From the left-hand course menu, go to **Customization>> Teaching Style.**
2. Scroll down to **Default Content View.**
3. Choose **Icon and Text.**
4. Check the box to “**Apply this view to all existing content.**” Click **Submit.**

The following legend illustrates commonly used icons that may appear in your course.

<table>
<thead>
<tr>
<th>Commonly Used Icons</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement</td>
<td>🔊</td>
</tr>
<tr>
<td>Assignment</td>
<td>📝</td>
</tr>
<tr>
<td>Contact</td>
<td>Chat</td>
</tr>
<tr>
<td>Discussion Forum</td>
<td>🗣️</td>
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<tr>
<td>Folder</td>
<td>📁</td>
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<tr>
<td>Group Item</td>
<td>🎉</td>
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<tr>
<td>Item/File</td>
<td>📠</td>
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<tr>
<td>Link</td>
<td>📖</td>
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<tr>
<td>Survey</td>
<td>📊</td>
</tr>
<tr>
<td>Test/Exam/Quiz</td>
<td>📊</td>
</tr>
</tbody>
</table>
How to Copy from Original to Ultra

Before you start the copy go to the Ultra course you will be copying into and copy the course ID from the upper left-hand corner (“Shell-S-1-Ultra-000111222”).

To copy from Original into an Ultra sandbox:

1. Open the Original course you want to copy.
2. From the left-hand Course Management menu, scroll down to Packages and Utilities.
3. Choose Course Copy.
4. From the Select Copy Type drop-down menu, choose Copy Course Materials into an Existing Course.
5. In the Destination Course ID, paste in the course ID you copied from the Ultra course (or click Browse to find the Ultra destination course).

6. From the Select Course Materials options, click Select All.
7. If you do not want Announcements to copy, uncheck Announcements.
8. For Discussion Board, choose “Include only the forums, with no starter posts”.

9. Scroll to File Attachments and choose, “Copy links and copies of the content (include entire course home folder)”.
10. Finally, make sure you do NOT include enrollments in the copy.
11. Click Submit.
Items that will NOT copy from Original into Ultra

There are some items that will not copy over from an original course into Ultra. However, some of these items may be available in the future as noted below:

- Contact Cards
- Tasks
- Wikis
- Course Surveys – planned for inclusion
- Self and Peer Assessment – planned for inclusion
- Blogs – planned for inclusion
- Various test questions – question types highlighted in red will NOT copy over:
  - Calculated Formula
  - Calculated Numeric
  - EITHER/Or
  - Essay
  - File Response
  - Fill in Multiple Blanks
  - Fill in the Blank
  - Hot Spot
  - Jumbled Sentence
  - Matching
  - Multiple Answer
  - Multiple Choice
  - Opinion Scale/Likert
  - Ordering
  - Quiz Bowl
  - Short Answer
  - True/False

Currently will not copy, but being considered for inclusion.
General Tips

After you copy a course from Original to Ultra, review the results to ensure the course is user-friendly for students and contains all the information you hope to share. Pay specific attention to:

- Folders with truncated text
- Other items that may have truncated text
- Rubrics (points-based rubrics will be converted to percentage-based rubrics and will likely need edits)
- Tests or Quizzes with questions that have been omitted
- Item availability
- Course elements that do not copy over (blogs, wikis, surveys, peer assessment, etc.)

Finally, it is strongly encouraged to move your learning materials out of Folders and into Learning Modules. For more information on Learning Modules, please join us at the next Design Dialogue.